

Infinite Campus Parent Portal User's Guide

Introduction:

This document will explain how to access the Parent Portal of Infinite Campus and give an explanation of student data. Using the Parent Portal daily to review attendance and assignments helps you and your student become more actively aware of his/her academic success.

First time access to the Parent Portal:

1. Go to <https://icampus.center.k12.mo.us/campus/portal/center.jsp>

2. If this is your first time entering the Parent Portal, you will need your **GUID Campus Portal Activation Key number**. Click the link to activate your key.

If you do not have a GUID number, contact your building secretary or Jim Meckel.

Early Childhood – 349-3700

Boone Elementary – 349-3613

Center Elementary – 349-3444

Indian Creek – 612-4250

Red Bridge – 612-4200

Center Alternative School – 349-3440

Center Middle School – 612-4000

Center High School – 349-3330

Jim Meckel – jmeckel@center.k12.mo.us

3. A window will open where you will need to **carefully type your GUID number**. The 32 digit activation code must be exact.

4. If you typed the GUID correctly, the window that opens should be welcoming you to create your portal account.

Before going any further, **make sure your name is correctly displayed!** If your name is not the name that is displayed, call your building secretary.

Create a user name and password then verify your password. This will be the information you will use to log into your portal account from here on out so be

sure to make it something that is common to you or write it down so you don't forget.

Now that you have created a user name and password, you will not need the GUID number again.

First time using Campus Portal?
If you have been assigned a Campus Portal Activation Key, [click here](#)
If you do not have an Activation Key, [click here](#)

Already have a Campus Portal account?

User Name

Password

[Problems logging in?](#)

Activating your Campus Portal account
Activating your Campus Portal parent portal account is easy. All you need is your Campus Portal **Activation Key** sent to you by your child's school.

Activation Key
{ - - - - }

Campus Portal account creation successful!
Welcome , you are now ready to create your Campus Portal account. You must enter a user name and password that you will use to access Campus Portal in the future.

User Name

Password

Verify Password

5. Now you get a congratulations page. Click the link to enter the Campus Portal login page.

Campus Portal account creation

Congratulations! You have successfully created your Campus Portal account. [Click here](#) to enter Campus Portal login page.

This will take you back to the log in page. This time enter the user name and password you just created for yourself.

This also would be a good time to bookmark this page for future reference.

First time using Campus Portal?

If you have been assigned a Campus Portal Activation Key, [click here](#)

If you do not have an Activation Key, [click here](#)

Already have a Campus Portal account?

User Name

Password

Log In

[Problems logging in?](#)

Returning users to the Parent Portal:

1. Go to <https://icampus.center.k12.mo.us/campus/portal/c/enter.jsp>. If you need to, bookmark this site.
2. Log in with the username and password you developed for yourself.

First time using Campus Portal?

If you have been assigned a Campus Portal Activation Key, [click here](#)

If you do not have an Activation Key, [click here](#)

Already have a Campus Portal account?

User Name

Password

Log In

[Problems logging in?](#)

Navigating the Parent Portal

Now that you are logged in, you will see a list of available information for each student on the left of the screen. Your name will be listed under the Infinite Campus header. If you have more than one student attending in the district, you will see each student's name listed with links to his/her information.

District and School Notices

Notices from the district and school are listed by date

Process Inbox

System messages from teachers, school and/or the district

Other links:

Access log – lists the IP address, time and success of each login

Change Account Info – Manage and change your password information

Change Contact Information – allows you to change email contact information and preferred language (Spanish or English)

Log Off – For security reasons, it's always a good idea to click the log off button to end each session

The screenshot shows the Infinite Campus Parent Portal interface. At the top, there is a blue header with the 'Infinite Campus' logo and a 'Parent Name' field. Below the header, there is a navigation menu on the left with icons and labels for 'Family', 'Student 1', 'Student 2', and various school services like 'Calendar', 'Food Service', 'Schedule', 'Attendance', 'Behavior', 'Health', 'Assessment', 'Fees', and 'Reports'. The main content area is divided into sections: 'District Notices', 'School Notices' (with a message for '10/17/2006 Center Middle School' and a welcome message), and an 'Inbox' section showing 'No Messages'. At the bottom of the page, there are links for 'View Access Log', 'Change Account Info', 'Change Contact Info', and 'Log Off'. There are also language selection options for 'In English', 'En Español', and '繁體中文'.

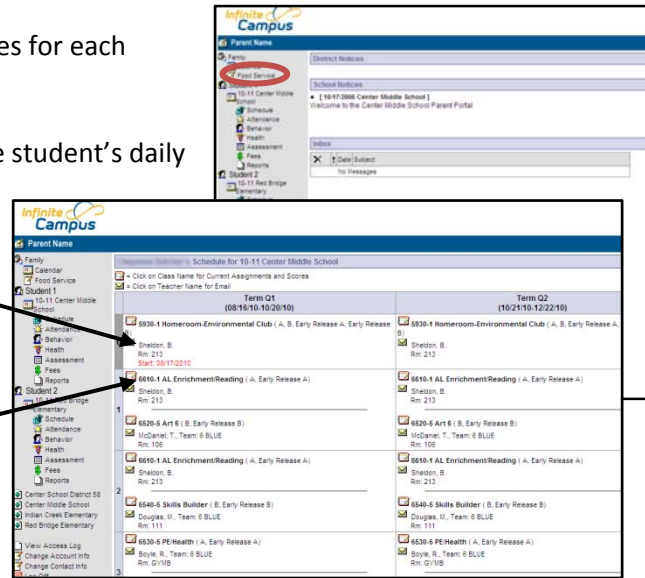
Schedule

Selecting the schedule link will display the student's schedule, grades for each subject or hour, and teacher contact information.

Click the **Schedule** link in the left hand column. This will display the student's daily schedule.

Clicking the **teacher's name** will launch your email program to send an email to the teacher.

Clicking **subject/block** will take you to that class's current grades. The information in Infinite Campus's gradebook is current and live.



Grading and the Gradebook

The gradebook gives you quick information about student progress. Here is some of what it will show you:

Grading Task Summary

Shows **overall** current achievement

- **Green** sections represent **final** grades for that term. If the cell is not green, grade and percentage seen are NOT final.
- **Yellow** sections represent an **in-progress** grade.
- **White** sections represent a grade that has not been recorded. Please allow teachers time to assess and record grades once assignments are collected.

Term Q1 Quarter Detail

These tables organize the assignments, due dates, points possible, scores and comments.

- Click on the assignment name and you'll see additional information about the assignment – your student's score, teacher comments, if any, assignment name, due dates and descriptions of the assignment.
- There is a blue hyperlink to navigate back to the gradebook view.

| Grading Task Summary | | | | |
|--|-------------|-------------|-------------|-------------|
| Legend: ■ Final Grade ■ In-Progress Grade ■ Grade Not Available Yet | | | | |
| Grading Task | Quarters Q1 | Quarters Q2 | Quarters Q3 | Quarters Q4 |
| Citizenship | 1 | | | |
| Progress | A-, 91.18% | C, 76.69% | | |
| Quarter | B, 83.18% | C, 76.69% | | |
| Semester | | C+, 79.94% | | |

| Term Q1 Progress Detail | | | | | | | |
|--|--|--|--|--|--|--|--|
| This Grading Task has no assignments assigned to it. | | | | | | | |

| Term Q1 Citizenship Detail | | | | | | | |
|--|--|--|--|--|--|--|--|
| This Grading Task has no assignments assigned to it. | | | | | | | |

| Term Q1 Quarter Detail | | | | | | | |
|----------------------------|------------|---------------|------------|------------|------------|---------------|----------|
| assessment (60.0%) | | | | | | | |
| Name | Due Date | Assigned Date | Multiplier | Pts Poss | Score | % | Comments |
| Sharing MY Giftedness | 08/26/2010 | | 1.0 | 10 | 10 | 100 | |
| final group project | 09/11/2010 | | 1.0 | 50 | 48 | 96 | |
| book reflection | 10/11/2010 | | 1.0 | 55 | 37 | 67.27 | |
| Individual Unit Assessment | 10/19/2010 | | 1.0 | 50 | 39 | 78 | |
| assessment Totals | | | | 165 | 134 | 81.21% | |

| class activities (20.0%) | | | | | | | |
|--|----------------------------|---------------|------------|----------|-------|---|----------|
| Name | Due Date | Assigned Date | Multiplier | Pts Poss | Score | % | Comments |
| 6610-1 AL Enrichment/Reading Teacher: Sheldon, B. | | | | | | | |
| Back to the complete Gradebook view for 6610-1 AL Enrichment/Reading | | | | | | | |
| Score Detail | | | | | | | |
| Score | 39 (78.000%) | | | | | | |
| Comments | | | | | | | |
| Assignment Detail | | | | | | | |
| Name | Individual Unit Assessment | | | | | | |
| Due Date | 10/19/2010 | | | | | | |
| Date Assigned | | | | | | | |
| Total Points | 50 | | | | | | |
| Multiplier | 1 | | | | | | |
| Description | | | | | | | |
| Back to the complete Gradebook view for 6610-1 AL Enrichment/Reading | | | | | | | |

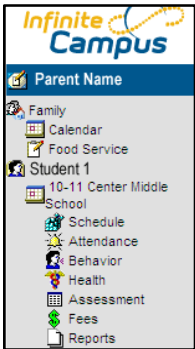
Assignment weighting

Each of the purple headers is the specific groups of assignments along with their weights. Weights are set by the district.

- Each of these groups count as a **percentage** of your student's grade. You'll notice in the sample here, "Assessment" is worth 60%, "Class Activities" is 20%, "Homework" is 10% and "Participation" is 10%.
- Because of weighting, the sub group total (in purple rows) won't necessarily be the student's overall grade.
- Each group has its own overall score.
- The detail block has the overall quarter total where all grades and weights have been taken into account.

| Term Q1 Quarter Detail | | | | | | | | |
|--|------------|---------------|------------|----------|---------------|------------|----------------|--|
| assessment (60.0%) | | | | | | | | |
| Name | Due Date | Assigned Date | Multiplier | Pts Poss | Score | % | Comments | |
| Sharing MY Giftedness | 08/26/2010 | | 1.0 | 10 | 10 | 100 | | |
| final group project | 09/11/2010 | | 1.0 | 50 | 48 | 96 | | |
| book reflection | 10/11/2010 | | 1.0 | 55 | 37 | 67.27 | | |
| Individual Unit Assessment | 10/19/2010 | | 1.0 | 50 | 39 | 78 | | |
| assessment Totals | | | | | 165 | 134 | 81.21% | |
| class activities (20.0%) | | | | | | | | |
| Name | Due Date | Assigned Date | Multiplier | Pts Poss | Score | % | Comments | |
| The Ideal Me | 08/20/2010 | | 1.0 | 10 | 8 | (Late) 80 | | |
| Writing your dreams in pencil | 08/20/2010 | | 1.0 | 15 | 14 | 93.33 | | |
| insect paper | 09/11/2010 | | 1.0 | 100 | 67 | 67 | | |
| Current Events | 09/20/2010 | | 2.0 | 20 | 20 | 100 | | |
| Individual Unit classwork | 10/19/2010 | | 1.0 | 50 | 24 | 48 | | |
| class activities Totals | | | | | 215 | 153 | 71.16% | |
| homework (10.0%) | | | | | | | | |
| Name | Due Date | Assigned Date | Multiplier | Pts Poss | Score | % | Comments | |
| Just Like Me poem | 08/18/2010 | | 1.0 | 10 | 10 | 100 | | |
| final AR points | 10/16/2010 | | 1.0 | 100 | 100 | 100 | | |
| Independent Unit Homework | 10/19/2010 | | 1.0 | 50 | 60 | 120 | | |
| homework Totals | | | | | 160 | 170 | 106.25% | |
| participation (10.0%) | | | | | | | | |
| Name | Due Date | Assigned Date | Multiplier | Pts Poss | Score | % | Comments | |
| participation points (start with 25 then lose) | 08/13/2008 | | 1.0 | 25 | 24 | 96 | | |
| participation Totals | | | | | 25 | 24 | 96% | |
| Term Q1 Quarter Totals | | | | | 83.18% | | B | |

Attendance



Selecting the Attendance link in the left column will display student attendance for the current term with previous terms shown in numeric format. The legend indicates:

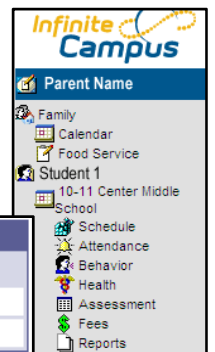
- **Yellow** cells indicate an unknown reason for the absence
- **Red** cells indicate an unexcused absence
- **Green** cells indicate an exempt absence
- **A** = absent; **T** = tardy; and **E** = Early Release

| Term | Q1 | Q2 | Q3 | Q4 | Date | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | Legend |
|---------------|----|----|----|----|------------|---|---|---|---|---|---|---|---|---|---|-------------------|
| Absent | 1 | 1 | 1 | 1 | 11/15/2010 | | | | | | | | | | | A = Absent |
| Early Release | 0 | 0 | 0 | 0 | 11/12/2010 | | | | | | | | | | | T = Tardy |
| Tardy | 0 | 0 | 0 | 0 | 11/11/2010 | | | | | | | | | | | E = Early Release |
| Absent | 1 | 1 | 1 | 1 | 11/08/2010 | | | | | | | | | | | Unknown |
| Early Release | 0 | 0 | 0 | 0 | 10/21/2010 | | | | | | | | | | | Excused |
| Tardy | 0 | 1 | 0 | 0 | 10/13/2010 | | | | | | | | | | | Unexcused |
| Absent | 1 | 1 | 1 | 1 | 09/16/2010 | | | | | | | | | | | Exempt |
| Early Release | 0 | 0 | 0 | 0 | 09/14/2010 | | | | | | | | | | | |
| Tardy | 0 | 0 | 0 | 0 | 09/09/2010 | | | | | | | | | | | |

Behavior

Selecting the Behavior link in the left column will display any behavior events, dates and resolutions recorded in Infinite Campus.

| Behavior Events | | | | |
|---------------------|-----------------|----------|----------|-------------------------|
| Date | Event | Demerits | Role | Resolution |
| 08/30/2010-11:46 AM | Fighting | 0 | Offender | Central Office Referral |
| 09/21/2010-02:02 PM | Threat to Adult | 0 | Offender | Violator of Probation |



Health

Selecting the Health link in the left column will display all health records, vaccinations and dates of compliance.

* Vaccines with no Compliance Status are not mandatory or they contribute to the Compliance Status of another vaccine.

| Vaccine | Compliance Status | Doses | | | | |
|--|-------------------|------------|------------|------------|------------|------------|
| | | 1 | 2 | 3 | 4 | 5 |
| Diphtheria-tetanus-pertussis, combined [DTaP, DTP] | Compliant | 04/14/1998 | 05/29/1998 | 08/08/1998 | 03/09/1999 | 03/23/2003 |
| Hemophilus influenza, type B [Hib] | No Requirement | 04/14/1998 | 05/29/1998 | 08/08/1998 | | |
| Hepatitis B [Hep B] | Compliant | 04/14/1998 | 11/12/1998 | 01/15/2003 | | |
| Measles-Mumps Rubella [MMR] | Compliant | 03/09/1999 | 03/28/2003 | | | |
| Pneumococcal | No Requirement | | | | | |
| Polio [IPV, OPV] | Compliant | 04/14/1998 | 05/29/1998 | 08/08/1998 | 03/09/1999 | 03/28/2003 |
| Tetanus, Diphtheria and Acellular Pertussis [Tdap] | No Requirement | | | | | |
| Varicella | No Requirement | | | | | |

Assessment

Selecting the Assessment link in the left column will display all the state and district assessments as well as your student's score on those assessments.

State Tests

| Test Name | Date | Score | Result |
|---|----------------|----------------|-----------|
| MAP Comm Arts | | | |
| 2007_08 MAP_CommArts (administerd April 07) | Date: 04/07/07 | Score: 666.000 | Result: 3 |
| 2007_08 MAP_Lexile (administerd April 07) | Date: 04/07/07 | Score: 776.000 | Result: 3 |
| 2008-09 MAP Comm Arts (Administered April 08) | Date: 04/08/08 | Score: 657.000 | Result: 3 |
| 2010_11 MAP CA6 (Spring 2010) () | Date: 05/10/10 | Score: 680.000 | Result: 3 |
| MAP Math | | | |
| 2007-08 MAP_Math (administerd April 07) | Date: 04/07/07 | Score: 652.000 | Result: 3 |
| 2008-09 MAP Math (Administered April 08) | Date: 04/08/08 | Score: 667.000 | Result: 4 |
| 2010_11 MAP MA6 (Spring 2010) () | Date: 05/10/10 | Score: 673.000 | Result: 3 |
| MAP Science | | | |
| 2007-08 MAP_Science (administerd April 07) | Date: 04/07/07 | Score: 626.000 | Result: 3 |

District Tests

| Test Name | Date | Score | Result |
|--|------------------|-----------------|-----------|
| 2006-07 SRI Fall () | | | Result: 3 |
| 2006-07 SRI_Spring () | | | Result: 3 |
| 2006-07 SRI_Winter () | | | Result: 3 |
| 2006-07 Terra Nova-CB-Total Score (Fall) | | Score: 645.000 | Result: 4 |
| TN-CB-Math | | 620.000 | |
| TN-CB-SS | | 625.000 | |
| 2006-07 Terra Nova-Survey (Fall) | | Score: 645.000 | Result: 4 |
| 2007-08 SRI_Fall () | | | Result: 3 |
| 2007-08 SRI_Fall () | Date: 08/15/2007 | Score: | Result: |
| 2007-08 SRI_January () | Date: 08/15/2007 | Score: | Result: 3 |
| 2007-08 SRI_January () | Date: 08/15/2007 | Score: | Result: |
| 2008_09 Fall SRI () | Date: 09/04/2008 | Score: 905.000 | Result: 3 |
| 2009-10 FALL SRI (FALLSRI) | Date: | Score: 984.000 | Result: 3 |
| 2009-10 January SRI () | Date: | Score: 1075.000 | Result: 4 |
| 2010_2011 FALL SRI GRADE 7 () | Date: | Score: 1215.000 | Result: |

Fees

Selecting the Fees link in the left column will display all, if any, fees incurred by your student. There will be contact information if you have questions about your student's fees.

Fee Statement for 10-11 Center High School

Fees: 3
Debit: \$74.98
Balance: \$74.98

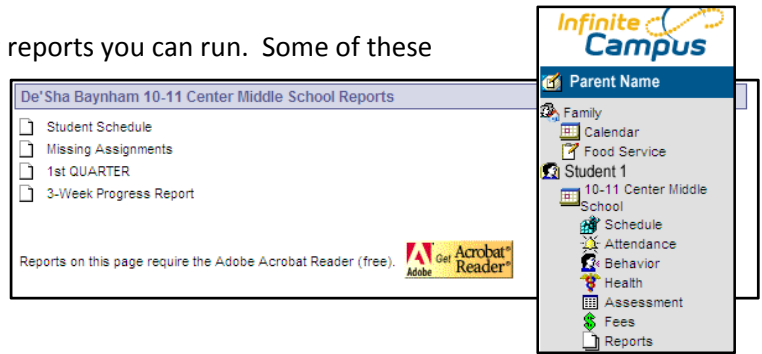
| Due Date | Fee | Type | Debit | Credit | Balance |
|------------------------------------|------|------|---------|--------|----------------|
| | CLLB | | \$52.98 | \$0.00 | \$52.98 |
| | SHMF | | \$10.00 | \$0.00 | \$10.00 |
| | SHMF | | \$12.00 | \$0.00 | \$12.00 |
| Total Balance Due for Fees: | | | | | \$74.98 |

Please Contact Mrs. Sheila Johnston with any fee que
sjohnston@center.k12.mo.us

Reports

Selecting the Reports link in the left column will display reports you can run. Some of these might include your student's schedule, quarterly attendance, progress reports or transcripts.

- You will need Adobe Acrobat Reader in order to generate these reports.



The screenshot displays the Infinite Campus Parent Portal interface. At the top right, the 'Infinite Campus' logo is visible. Below it, a navigation menu lists various options: Family, Calendar, Food Service, Student 1, 10-11 Center Middle School, Schedule, Attendance, Behavior, Health, Assessment, Fees, and Reports. The 'Reports' option is highlighted. The main content area, titled 'De'Sha Baynham 10-11 Center Middle School Reports', lists three report types: Student Schedule, Missing Assignments, 1st QUARTER, and 3-Week Progress Report. At the bottom of this area, a message states 'Reports on this page require the Adobe Acrobat Reader (free)' with a logo for Adobe Acrobat Reader.